Selected *Purchasing* Codes

RECEIPT/INVOICE STATUS	
O	Open
P	Partial
C	Closed

PO HEADER STATUS	
1	Complete and ready for printing
3	Canceled
4	Delete
5	Print document
6	Reprint
7	Print change notice
8	Printed
9	Closed
C	Copy document

RETAINAGE TYPE	
A	Amount
P	Percentage

BUYER STATUS	
blank	Active
1	Do not purge
2	Inactive, purge next cycle

PO LINE STATUS	
0	Unresolved
1	Complete and ready for printing
2	Complete, but not ready for printing
3	Cancel
4	Delete
8	Printed
9	Closed

PRICE TYPE	
STC	State term contract purchase
SSM	Single source purchase
CYC	Recycled goods purchase not via term contract
RTC	Recycled goods purchase via term contract

Data Entry Conventions for Dates

1. Express dates with digits only; use only the last two digits of the year.

2. When date fields are eight alphanumeric characters, you may type in the slash. The system always displays dates with the slash character.

Data Entry Conventions for Amounts

1. When you enter an amount, the system inserts a decimal point to the left of the last two digits you enter.
2. You may manually type the decimal point when you establish item descriptions or develop purchasing documents.
3. The decimal point does not take up a position in the field.
4. You may include commas when you establish item descriptions or develop purchasing documents.

Selected Editing Commands for the REQUEST Field

G	**GET**	Retrieves information previously entered.
C	**CHANGE**	Changes information previously entered.
E	**END**	Erases the information just entered for ADD or CHANGE.
RTN or **R**	**RETURN**	Redisplays the screen accessed just prior to the screen currently displayed.

The following commands require you to type the page number in the SAVE SHOW PAGE NO. field.

SA	**SAVE**	Saves new data typed in but not yet entered into the system; allows switching to another screen without losing what has been typed in.
SH	**SHOW**	Displays a screen saved with the SAVE command.
	COPY	Duplicates a screen saved with the SAVE command.

How to Get HELP

Follow these steps to access HELP for the current screen:

1. Press **F** to move the cursor to the ACTION field.

2. Type HELP or ?.

3. Press **J**.

The system displays the first page of HELP text available for the screen and positions the cursor at this message:
Enter next page no. blank (next page) 'END' to terminate HELP.

- To view the next page of HELP text, press **J**.

- To view a specific page, type the page number and press **J**.

- To exit from HELP facility, type END and press **J**. The system then redisplays the screen you were working with.

HELP DESK: (919) 875-HELP

PURCHASING SYSTEM AT-A-GLANCE

REQUISITION			PURCHASE ORDER	
REQUISITION ENTRY/MAINTENANCE			**PO ENTRY & MAINTENANCE**	
RQH	Header		PH1	Header Information
RQ1	Line (Item)		PH2	Header Blanket, Financial & Acknowledge/Review Dates
RQ2	Delivery Information		PL1	Line Information
RCM	Comments: Header & Line		PL2	Line Receipt & Invoice Controls, Ref Info (from PL1)
REQUISITION APPROVAL			PCM	Comments
RAS	Requisition Approval		PHS	Header Status List
REQUISITION INQUIRY			PSC	PO Status Control
RQI	Requisition Inquiry Selection		PLS	PO Line Status List
RI1	Item Information		SEL	PO Line Selection
RI2	Additional Item Information		**PO INQUIRY**	
RCI	Comments		**PO HEADER INQUIRY**	
RAI	Approval Inquiry		PHM	PO Selection *with screen descriptions*
SRI	Split Requisition Inquiry		PHI	PO List Selection *from list*
REQUISITION SELECTION FOR PROCESSING			PHG	General information: *status, buyer ID*
BWS	Buyer Work Sheet		PHV	Vendor: v*endor name, address, phone #*
SRS	Split Requisition Selection		PHF	Financial: *total PO, addl costs, tax*
RTP	Split Requisition Current Vendor		PHC	Traffic/Audit Controls: *ship to, via, FOB*
RQS	Approved Requisition Selection		PHA	Additional Information
REQUISITION STATUS			PCI	Comments:*header & line, printing status*
0	Unresolved		**PO LINE INQUIRY**	
1	Unapproved		PLM	PO Line Selection *w/screen descriptions*
2	Approved		PLI	PO Line List Selection *PO list w/status*
3	Split		PLG	Line General Information: *status, req #*
4	Deleted		PLO	Line Ordered Item: *item, qty, description*
5	Pending		PLC	Line Receipt/Invoice Controls: *tolerances*
6	Closed		PLR	Line Receipts: *ordered, recd, invoiced*
			PLF	Line Financial Information:*Co Acct, Ctr amt*
QUOTE			PCI	Comments:*header & line, printing status*
QUOTE ENTRY/MAINTENANCE			PMI	Matching Information: *ptp, pay basis*
VQH	Header - Vendor		PIL	PO to AP Invoice List
VQ1	Item		**PO STATUS**	
VQ2	Item Description & Controls (from VQ1)		**HEADER**	
QNO	Comments		1	Ready
QUOTE INQUIRY			3	Cancel
QIG	General Information		4	Delete
QIP	Pricing Information		5	Print
QIV	Vendor Ratings		6	Reprint
QID	PO Defaults		7	Print Change Notice
QNO	Quote Notes		8	Printed
QUOTE SELECTION FOR PROCESSING			9	Closed
VQA	Lists Quotes by Item		C	Copy Document
REQUEST FOR QUOTATION			**LINE**	
ENTRY/MAINTENANCE			0	Unresolved
RFQ	Header with Vendor List		1	Ready to Print
RII	Inquiry by Item		2	Not Ready to Print
RIQ	Item (1 per screen)		3	Cancel
RIV	Inquiry by Vendor/Posting Quotes		4	Delete
QCM	Comments		8	Printed
			9	Closed
ITEM			**RECEIVING**	
ENTRY/MAINTENANCE			**ENTRY/MAINTENANCE**	
DIB	Default Item Buyer		RSU	Receipt Setup

PURCHASING SYSTEM AT-A-GLANCE

INQUIRY		RBL	Receive by PO Line	
ISN	Item Short Name Lookup	RBI	Receive by Item (No PO)	
ICI	Comments/Specifications	RHR	Releasing Held Receipts	
IVS	Item History-Vendor Selection	REL	Release Receipt (by item)	
IPA	Item History-Period Activity	REX	Receipt Exception	
IPH	Item History-Purchase Orders	RIS	Receipt Inquiry Selection	
IPS	Item History-PO Selection	RRC	Receipt/Return Modification	
IVA	Item History-Vendor Activity Status	**INQUIRY**		
IVP	Item History-Vendor Performance	RRI	Receipt/Return Inquiry	
SELECTION/PROCESSING		RID	Receiving Item Delivery	

ISN	Item Short Name Lookup

VENDOR

ENTRY/MAINTENANC	
VPD	Purchasing Defaults
VGN	General Information
VSU	Request for Additions/Maintenance
INQUIRY	
VSL	Short Name Lookup
VPL	Performance
VFL	Permanent Factor Lookup
VOS	Order From Setup
VPT	Payment Totals

BUYER

ENTRY/MAINTENANCE	
BUYER STATUS	BUYER SETUP
blank	Active
1	Do not purge
2	Inactive, purge next cycle
INQUIRY	
BIL	
BSL	

STANDARD PHRASES

ENTRY/MAINTENANCE	
SPD	
SPT	
INQUIRY	
SPL	
SPTL	

BUYING ENTITY

INQUIRY	
ENL	Entity Name List

PAYING ENTITY

INQUIRY	
ENL	Entity Name List

NON-TRADE VENDOR

ENTRY/MAINTENANCE	
VSU	Vendor Setup
VGN	General Information
VPN	Payable Information
VDD	Default Distribution
VPD	Purchasing Defaults Controls
VPY	Bank Account Payment Method

INVOICE EXCEPTIONS

IWQ	Problem Invoice Work Queue
EIL	Inquiry
EIW	Exception Invoice Worksheet

OTHER PURCHASING SCREENS

ENTRY/ MAINT	DESCRIPTION	INQUIRY
DSC	Descriptions	DTL
PTC	Payment Terms	PTL
SVT	Ship Via	SVL
STT	Ship To	STL
FOB	FOB Codes	FCL